



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF, RIGHT-OF-WAY	44	A	7.403

Under general administrative direction from the Assistant Director of Engineering, the Chief of Right-of-Way administers statewide right-of-way programs for the Nevada Department of Transportation (NDOT) including right-of-way engineering, real estate appraisal, appraisal review, acquisition, property management, relocation assistance, utility and/or railroad relocation, advertising sign control, and occupancy permit approvals.

Oversee the administration of the Right-of-Way Division; establish objectives and goals, including the work program, ongoing projects and public service activities.

Monitor, initiate, and implement changes to federal and State laws and regulations and industry standards regarding right-of-way matters and develop department policies and procedures to ensure continued compliance as well as the effectiveness and efficiency of operations.

Direct development of the statewide division budget including capital outlay for land, improvements, damages to land, consultant fees, equipment, training, travel and supplies; review and approve/disapprove division operating expenses and purchases to ensure adherence to budgetary limits.

Provide direction to, and review the performance of, subordinate managers and supervisors in the daily administration of right-of-way programs throughout the State including appraisal, acquisition and negotiation, condemnation, property management, relocation assistance, engineering and utility/railroad relocation to ensure continuity, consistency and compliance with policies, procedures, laws and regulations.

Review staffing requirements, approve recruitment activities, make appointments to new or vacant positions, and approve performance appraisals, promotions, and disciplinary actions.

Review and approve payment vouchers for right-of-way property purchases, property management expenses, relocation assistance payments, consultant contract fees and utility and/or railroad relocation expenses.

Present condemnation and disposal of surplus property actions to the State Transportation Board of Directors at public meetings and make other presentations as required.

Sign all right-of-way and utility certifications to pertinent authorities prior to bid advertisements for highway construction projects.

Participate in public hearings, meetings and conferences to explain right-of-way program processes, resolve concerns and problems, and present NDOT's position regarding right-of-way projects.

Represent division at departmental management meetings.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * A valid driver's license or evidence of equivalent mobility is required.

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, finance, economics or related field and six years of progressively responsible right-of-way experience, two years of which was supervising or administering one or more major activities of a comprehensive right-of-way program; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: fiscal management, general accounting and business practices; management and supervisory techniques including disciplinary processes, employee evaluation and the development of work performance standards; technical and legal terminology, documents and descriptions related to right-of-way; real estate law; contract development, negotiation and administration; policies, procedures and laws regarding the right-of-way disciplines of appraisal, appraisal review, acquisition, relocation, property management, condemnation coordination and utility and/or railroad relocation; the legislative process and the enactment of administrative code; real estate industry standards and practices pertinent to the appraisal, acquisition, finance, conveyance, titling, management and disposal of real property. **General knowledge of:** highway engineering principles and practices including design, construction and maintenance; mathematics and engineering adequate to comprehend and explain right-of-way maps and plans; the principles of real estate appraisal, land economics, land development and real estate investment; theory, principles, and practices of management including strategic planning; land surveying related to right-of-way engineering. **Ability to:** provide leadership in achieving established goals and objectives; communicate effectively in English both orally and in writing and make presentations to groups of various size; plan, organize, coordinate and manage professional and/or technical staff engaged in right-of-way related activities; direct or conduct complex negotiations with property owners or their attorneys; analyze problems and develop and recommend effective solutions; establish and maintain positive and effective working relationships with others at all levels within and outside the agency; preside over administrative appeals and make appropriate determinations; manage multiple high-profile right-of-way projects and transactions; draft proposed legislation that affects programs; supervise and evaluate the performance of subordinate managers and administrative staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: other governmental agencies affecting right-of-way activities; department mission, goals and work program as related to right-of-way activities. **Working knowledge of:** federal regulations pertinent to the appraisal, acquisition, relocation assistance, management and disposal of property acquired for right-of-way; departmental programs and goals related to Equal Employment Opportunity/Affirmative Action; applicable sections of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration; the State budgetary process. **Ability to:** coordinate activities of various right-of-way sections, legal counsel and local public agencies to ensure timely completion of multiple projects; review and analyze reports on division activities including project status for upper management.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	7.403
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REVISED:	10/05/70
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